

**ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

SUPPRESSION COMPONENT CODING

Suppression codes are composed of two types:

- Collocation Codes to be reviewed for proper provisions prior to assignment.
- Incident Numbering System.

The State of Alaska's coding sequence is collocation code – ledger code – account code.

Collocation Codes

Collocation codes may stand alone; however, an incident number must always be preceded by the collocation code 10310130.

Collocation Office Code		Use	Special Provision
10310130	ALL	Suppression	Always used with an incident/fire number
10312030 10312031	Coastal Northern	Detection Flight Time	Aircraft flight time, fuel lubricants, specifically used for the discovery of new fires.
10310131	Northern	Commissary Purchases	The appropriate fire incident number is assigned with these collocation codes. Costs for items purchased must be recovered from personnel via payroll deduction.
10310132	Coastal		
10312130	Coastal	Fire Force Preposition	<p><u>Northern/Coastal Region/State Fire Operations Forester approval required.</u></p> <p>Covers transportation, meals and lodging when charges cannot be coded to a specific fire.</p> <p>Preposition Restrictions:</p> <ul style="list-style-type: none"> • Cannot be used for personnel time (see HFD & Crew Collocation Code Section; and • Should not be used if charges can be coded to a specific fire.
10312131	Northern		
10314132	F&A		
10314332	Mat-Su		
10314432	Kenai		
10314532	Southwest		
10314632	Copper River		
10314832	Fairbanks		
10314932	Delta		
10315132	Southeast		
10315032	Tok		

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Collocation Office Code		Use	Special Provision
10313030	Coastal	Standby Time	<p><u>Northern/Coastal Region/State Fire Operations Forester approval required.</u></p> <p>Codes established for standby time for Preparedness Component employees specifically assigned to standby by Regional/Area FMO or State Fire Operations Forester. Use requesting area's code. No fire number needed.</p>
10313031	Northern		
10314131	F&A		
10314331	Mat-Su		
10314431	Kenai		
10314531	Southwest		
10314631	Copper River		
10314831	Fairbanks		
10314931	Delta		
10315131	Southeast		
10315031	Tok		
10313130	Coastal	High Fire Danger OT	<p><u>Northern/Coastal Region/State Fire Operations Forester approval required.</u></p> <p>In periods of high to extreme fire danger not identified with on going fires, use to code overtime (OT) for Preparedness Component Employees. Usually applies to extended staffing situations in anticipation of new fire starts.</p> <p>High Fire Danger OT Restrictions:</p> <ul style="list-style-type: none"> • Cannot be used to code regular/straight time; and • Cannot be used for EFF time (See EFF Collocation Codes).
10313131	Northern		
10314130	F&A		
10314330	Mat-Su		
10314430	Kenai		
10314530	Southwest		
10314630	Copper River		
10314830	Fairbanks		
10314930	Delta		
10315030	Tok		
10315130	Southeast		
73X36021	ALL	EFF High Fire Danger Regular Time & Overtime	<p>Used to code EFF <u>regular and overtime</u> hours when there is no specific fire to which to code. Usually applies to extended staffing situations in anticipation of new fire starts. <u>Use Crew collocation (code listed under Alaska Crews on page 5 of this chapter) accompanied by LC 73X36021.</u></p>

Ledger Codes

The Incident Number (ledger code) is an eight-digit number **assigned ONLY by the State Coordinator at AICC** according to the fire area location and is annotated after the collocation code as in the following example: 10310130 73X03011. **Example: Incident number 73X03011.**

- The first and second digits (73) denote the ledger number in the State accounting system.
- The third digit (X) is the last digit of the calendar year (CY) in which the incident occurred (200X).

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- The fourth digit (0) represents the Region in which the incident occurred (Coastal).
- The fifth digit (3) represents the specific area within the general area in which the incident occurred (Kenai).
- The sixth, seventh and eighth digits (011) compose the consecutive fire incident number in the State of Alaska, issued from the Statewide log book located at AICC (the 11th fire incident that year).

1 st and 2 nd Digits <u>LEDGER</u>	3 rd Digit <u>YEAR</u> <u>CODE</u>	4 th Digit <u>REGION CODE</u>	5 th Digit <u>AREA CODE</u>	6 th , 7 th and 8 th Digits <u>INCIDENT NUMBER</u> <u>ASSIGNED BY AICC</u>
73	X	Coastal - 0	Anchorage/Mat-Su – 1	XXX
			Kenai/Kodiak – 3	
			Southwest – 4	
			Haines – 5	
		Coastal – 4 For severe fire season use *	Anchorage/Mat-Su – 1	
			Kenai/Kodiak – 3	
			Southwest – 4	
			Haines – 5	
		Northern - 1	Fairbanks – 1	
			Delta – 2	
			Tok – 3	
			Valdez/Copper River – 4	
		Northern – 5 For severe fire season use *	Fairbanks – 1	
			Delta – 2	
			Tok – 3	
			Valdez/Copper River - 4	
		Chief, Fire Management – 3	Federal Protection – 1	
			BLM Reimbursable Support – 2	
			Non-specific Suppression - 3	
			Non-suppression Reimbursable – 4	
			Canadian Fires – 5	
			USFS Reimbursable Support - 7	
			Compact Incidents in Lower 48 – 8	
			ADES Support -9	
* Coastal and Northern have a second Region Code number that is used during fire seasons which have more than 1000 issued fire numbers. The State Coordinator assigned to AICC will authorize the use.				

Search and Rescue Incidents (S&R)

When covered by a reimbursable service agreement, use agreement collocation code with ledger code. Using the CC 10310055, the ledger code is not necessary. When using CC 10310130, request the non-suppression reimbursable eight digit ledger code from AIFCC shift coordinator.

Emergency Firefighters (EFF)

EFF timesheets will be coded with appropriate eight digit State incident number in the Fire Name block of the OF-288. The appropriate AFS/USFS incident number is recorded in the Fire No. block of the OF-288.

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State Code (Fire Name Block)	AFS/USFS Code (Fire No. Block)	Special Provisions
8 digit incident # (ex. – 73X11013)	4 or 6 digit incident # (ex. – BX3Z or PNBX3Z)	Enter both State and AFS/USFS codes, if incident numbers are exchanged.
8 digit incident # (ex. – 73X11013)	(blank)	Enter only State code, if incident numbers are not exchanged.
73X36021	(blank)	Enter when EFF are hired for High Fire Danger

Special purpose incident numbers are controlled by the Chief, Fire Management, and are issued solely by the AICC State Coordinator. Advance approval by the State Fire Operations Forester is mandatory. A memo of explanation supporting the request is advised.

73X31XXX Issued to fires on state & private owned lands within BLM and AFS protection areas or the USFS protection area. Establishes a cross-reference number for incidents which the state will reimburse BLM or the USFS. AFS Bills DOF.

73X32XXX Issued to fires in AFS protection that start on federal lands where the State of Alaska is providing support. DOF bills AFS.

73X33XXX Assigned to state actions that support overall suppression activities that cannot be charged against a specific fire or several fires. Caution: review Chapter 15 and collocation codes pages 1-3 **before** requesting (73X33XXX) number.

73X34XXX Issued by State Coordinator at AICC for **non-suppression** support to other agencies.

73X35XXX Assigned to suppression support actions for which the state will be reimbursed by the Yukon Territory and/or British Columbia, Canada.

73X37XXX Assigned to **suppression** support actions (in L48 or Tongass and Chugach NF) for which the state will be reimbursed by the USFS. Issue of incident number initiates a Bill for Collection to the USFS. Requester must provide a “P” number and DOF personnel are responsible for acquiring additional Incident numbers

73X38XXX Northwest Compact

73X39XXX ADES/FEMA Support

Crew Codes, See Chapter 1 page 22 & 23